

Office of State Uniform Payroll
State of Louisiana
Division of Administration

JOHN BEL EDWARDS
GOVERNOR



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COMMISSIONER OF ADMINISTRATION

October 26, 2016

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2017-15

TO: LaGov HCM Paid Agency Human Resources
and Employee Administration Staff

FROM: Andrea P. Hubbard
Director

SUBJECT: Holiday Processing for November 2016

Attached is the calendar detailing the November 2016 processing schedule for LaGov HCM. It is imperative to note which holidays are on the LaGov HCM holiday calendar and which are not. Remember, holidays that do not appear on the LaGov HCM holiday calendar are not processed automatically.

Listed below is additional information that will clarify any concerns on processing and/or mailing of off-cycle and regular payroll checks, and transmission of direct deposit payments, during this holiday period:

- Payday will be **Thursday, November 10, 2016** due to Veteran's Day, a Federal Reserve holiday, falling on Friday. November 10, 2016 payday direct deposits will be transmitted on **Tuesday, November 8, 2016** with a November 10, 2016 settlement date.
- There will be **no reversal requests** accepted for the November 10, 2016 payday since Tuesday, November 8, 2016 is a State Holiday.
- Off-cycle will close at 4:00 p.m. on **Thursday, November 10, 2016** and OSUP will transmit off-cycle direct deposits and mail out off-cycle checks before leaving for the day. Off-cycle will be closed **Friday, November 11, 2016** and reopen **Monday, November 14, 2016**.
- **All Off-cycles processed for pay period 23 2016 must be dated November 10, 2016.**
- November 25, 2016 payday direct deposits will be transmitted on **Tuesday, November 22, 2016** with a November 25, 2016 settlement date.

- Reversal requests for November 25, 2016 payday should be sent to OSUP no later than 12:00 p.m. on **Tuesday, November 22, 2016**. LaGov HCM Reversals will be processed on **Wednesday, November 23, 2016** and agencies must run an off-cycle by 4:00 p.m. in order for employees to be paid by payday. **Any reversal requests received after 12:00 p.m. on Tuesday, November 22, 2016 for November 25, 2016 payday will not be reversed in LaGov until December 7, 2016.**
- November 25, 2016 payday payroll checks will be mailed by November 23, 2016.
- Off-cycle will close at 4:00 p.m. on **Wednesday, November 23, 2016** and OSUP will transmit off-cycle direct deposits and mail out off-cycle checks before leaving for the day. Off-cycle will remain closed until the morning of Monday, November 28, 2016.
- Requests for reversals for pay periods 25 2016 and prior must be sent to OSUP by December 07, 2016. Requests received after this day will not be processed until after the 2016 W-2s have been completed.

OSUP will issue a future memorandum detailing the holiday processing schedule for December 2016.

Any questions on the processing and/or mailing of employees' direct deposits and checks should be directed to OSUP at (225) 342-0713. If you encounter a particular holiday-related scenario that you are not sure how to code on a time record, please contact the [LaGov HCM Help Desk](#).

APH:BPB/par

Attachment: [November 2016 LaGov HCM Holiday Processing Calendar](#)